

ED/A Registry  
82-2450/8

22 DEC 1982

MEMORANDUM FOR: Director of Information Services

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Reduction in Agency Forms

1. As you are aware, the Administration has embarked on a program called Reform 88 which generally concerns improved management and efficiency in government. Although the existence of voluminous, Agency unique forms has not been specifically identified as an area for improvement, I believe there very well may be some degree of waste and duplication here.

2. I have been advised that there are about 2,000 Agency forms in existence at this time. Over this total, there are probably a substantial number of "unofficial" forms also being used. Given the costs involved in maintaining this large number of forms, we should make every effort to ensure that the official forms are essential. Toward this end, it is requested that the appropriate personnel in your office conduct an extensive review of all of the Agency forms currently in existence and provide me with a recommendation as to the number which may be eliminated. Please furnish me your recommendations by 1 February 1983.

Harry E. Fitzwater

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EO/DDA ☐ cn (22 Dec 82)

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